

CLEARLAKE OAKS COUNTY WATER DISTRICT

NOTICE OF A REGULAR MEETING OF THE BOARD OF DIRECTORS

Date: January 18, 2024

Time: 2:00 P.M.

Clearlake Oaks County Water District Administration Building
12952 E. Hwy. 20 Clearlake Oaks, CA 95423

MINUTES

A. CALL TO ORDER

- Pledge of Allegiance
- Roll Call

√ Mr. Stanley Archacki, President √ Mr. Michael Herman, Vice President √ Mr. Samuel Boucher, Director
√ Mr. James Burton, Director √ Mr. William McHugh, Director √ Mrs. Dianna Mann – General Manager
√ Mrs. Olivia Mann – Board Secretary
√ Mr. Francisco Castro, Wastewater √ Mr. Kurt Jensen, Water √ Mr. Jeremy Backus, Distribution

B. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

The public may comment on items not on the agenda within the Board's jurisdiction. Speakers are limited to three (3) minutes each.

C. STAFF REPORTS

1. Administration
2. Chief Distribution Operator
3. Chief Water Plant Operator
4. Chief Wastewater Plant Operator
5. General Manager

D. CONSENT ITEMS

The Board will be asked to approve all Consent Items at one time without discussion. If any Director, staff, or interested person requests that an item be removed from the Consent Items, it will be considered under New Business.

1. **Financial Reports for review and approval (Page 13)**
 - a. December 2023 QB balance sheet and profit & loss statements
 - b. Bank account balances and accounts receivable
 - c. Employee payroll report
 - d. Aged trial balance summary
 - e. Vendor aging report, accounts payable breakdown

2. **Minutes of previous meeting for review and approval (Page 39)**

- a. Minutes of Regular Meeting 12/21/2023

3. **Bills (Page 41)**

- a. Case Excavating Invoice number 1457, in the amount of \$8,311.82 for emergency repair on Hwy. 20, to be paid out of water reserves

Action Taken: Motion to approve the consent items

BOUCHER/BURTON M/S/C

AYES: ARCHACKI/HERMAN/BOUCHER/BURTON/MCHUGH

NOES: NONE

ABSENT: NONE

F. NEW BUSINESS

1. Discussion and consideration of customer appeal at 13213 2nd Street, Clearlake Oaks
(Confidential Documentation)

Action Taken: Motion to approve an extended payment plan with a down payment

HERMAN/BOUCHER M/S/C

AYES: ARCHACKI/HERMAN/BOUCHER/BURTON/MCHUGH

NOES: NONE

ABSENT: NONE

2. Consideration and approval of designating the LAIF Account for both the USDA Water and Sewer Projects per USDA requirements

Action Taken: Motion to approve the designation of LAIF Account for both the USDA Water and Sewer Projects per USDA requirements

BURTON/MCHUGH M/S/C

AYES: ARCHACKI/HERMAN/BOUCHER/BURTON/MCHUGH

NOES: NONE

ABSENT: NONE

3. Discussion and consideration of Humberto's Roofing Bid(s) in the amount of \$24,997.00 to replace the roofing at the Water Treatment Plant *(Page 42)*

Action Taken: Motion to approve the Humberto's Roofing Bid(s) in the amount of \$24,997.00 to replace the roofing at the Water Treatment Plant, to be paid from the Water Reserves account

BURTON/BOUCHER M/S/C

AYES: ARCHACKI/HERMAN/BOUCHER/BURTON/MCHUGH

NOES: NONE

ABSENT: NONE

4. Discussion of Vacant Lots

Action Taken: NO ACTION

5. Discussion and consideration of adding Director McHugh to the WestAmerica Bank Signature Card for all accounts, alongside the removal of Ex-Director Medeiros

Action Taken: Motion to approve the addition of Director McHugh and the removal of Ex-Director Medeiros to the WestAmerica Bank signature card

BURTON/BOUCHER M/S/C

AYES: ARCHACKI/HERMAN/BOUCHER/BURTON/MCHUGH

NOES: NONE

ABSENT: NONE

6. Discussion and consideration of transferring the CRP Water Account from Savings to Checking

Action Taken: Motion to approve the transfer of the CRP Water account from Savings to Checking

BOUCHER/HERMAN M/S/C

AYES: ARCHACKI/HERMAN/BOUCHER/BURTON/MCHUGH

NOES: NONE

ABSENT: NONE

7. Discussion and consideration of Resolution 24-01, Amending the Employee Handbook (*Page 47*)

Action Taken: NO ACTION

8. Consideration and approval of MC Engineering contract number 24-101, in the amount of \$25,229.00 to identify future pipeline projects to be coincided with the technical assistance work plan approved by SWRCB. (*Page 104*)

Action Taken: Motion to approve the MC Engineering contract number 24-101, in the amount of \$25,229.00 to identify future pipeline projects to be coincided with the technical assistance work plan approved by SWRCB

HERMAN/MCHUGH M/S/C

AYES: ARCHACKI/HERMAN/BOUCHER/BURTON/MCHUGH

NOES: NONE

ABSENT: NONE

9. Discussion and consideration of the Final Report - Clearlake Oaks County Water District, Proposition 1 Grant Audit (*Page 111*)

Action Taken: NO ACTION

10. Discussion and consideration of Consumer Claim for 11697 Widgeon Way (*Page 125*)

Action Taken: Motion to deny Consumer Claim for 11697 Widgeon Way, Clearlake Oaks

BURTON/BOUCHER M/S/C

AYES: ARCHACKI/HERMAN/BOUCHER/BURTON/MCHUGH

NOES: NONE

ABSENT: NONE

11. Discussion and consideration of Transferring \$50,000.00 from Water Reserve to General Ledger, to be paid back when funding from the Lake County Tax Roll or Arrearage Program arrives

Action Taken: Motion to approve the transfer \$50,000.00 from Water Reserve to General Ledger, to be paid back when funding from the Lake County Tax Roll or Arrearage Program arrives

BURTON/MCHUGH

M/S/C

AYES: ARCHACKI/HERMAN/BOUCHER/BURTON/MCHUGH

NOES: NONE

ABSENT: NONE

ADJOURNMENT

Time: 4:00 PM

SIGNED:



Stanley Archacki, Board President

ATTESTED TO:



Olivia Mann, Board Secretary

Where appropriate or deemed necessary, the Board may take action on any item listed on the agenda, including items listed as information items. Public documents relating to any open session item listed on this agenda that are distributed to all or a majority of the members of the Board of Directors less than 72 hours before the meeting are available for public inspection in the customer service area of the District's Administrative Office at the above address.

The public may address the Board concerning an agenda item during the Board's consideration of that agenda item. The President will call for comments at the appropriate time. Comments of individual speakers are limited to three minutes per agenda item.

In compliance with the Americans with Disabilities Act, if you have a disability, and you need a disability-related modification or accommodation to participate in this meeting, then please contact Clearlake Oaks County Water District Secretary to the Board at 707-998-3322. Requests must be made as early as possible, and at least one full business day before the start of the meeting.